



City of San Antonio

SUBJECT: Request for Proposals – FY2017- FY2018 Human and Workforce Development Services Consolidated Funding (RFP 16-036), Scheduled to Open: **May 2, 2016**; Date of Issue: **April 1, 2016**

FROM: Denise Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: April 20, 2016

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL

THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. REVISED Section 011 – Restrictions on Communication; the following language was ADDED:

For purposes of the referenced No-Contact Period:

For City officials, the period beginning July 1, 2016 and concluding when the award of contracts for FY17 (i.e., when final adoption of the City's FY17 Operating Budget) is posted for consideration as a City Council agenda item.

For City employees, the period beginning with release of the RFP and concluding when the award of contracts for FY17 (i.e., when final adoption of the City's FY17 Operating Budget) is posted for consideration as a City Council agenda item.

2. REVISED: Attachment A, Part Three – Experience, Background, Qualifications, language was removed from #6.
3. REVISED: Attachment A, Part Four – Proposed Plan, # 5 was removed in its entirety.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: What is the difference between Program and Agency budget?

Response 1: The Program budget is amount of funds the City provides for program funding and the amount of other sources of funding the agency contributes. The Agency budget is your agency's entire budget. Your Agency budget should include funds obtained from all funding sources, for all programs and functions associated with your agency.

Question 2: Are multiple copies of the agency budgets required?

Response 2: Refer to section 008 Proposal Requirements; the agency budget is Attachment C.

- Question 3: Can proposals be submitted for a single service or does the proposal have to be for a wrap round services as indicated for Senior Services?
- Response 3: The City will accept proposals for a single service.
- Question 4: Please expand on term limit funding.
- Response 4: Based on City Council direction, for the Human and Workforce Development Services Consolidated Funding, there may be a cap that will limit the number of years that an agency or program will be funded or reduction of funding could occur.
- Question 5: Is prevention considered a basic need or is it considered rapid re-housing?
- Response 5: The Basic Needs services under the Community Safety Net category funds programs provide housing stability by providing direct assistance and case management for vulnerable populations. The Rapid Re-housing services provide permanent housing to homeless individuals and families through short term or flexible rental assistance; case management, and stabilization services to homeless individuals and families into permanent housing.
- Question 6: As a new agency, how do we know what to submit?
- Response 6: Refer to Section 008 – Proposal Requirements.
- Question 7: What is the decreased amount for the categories?
- Response 7: Refer to Section 003 – Background.
- Question 8: Why did the level of funding change?
- Response 8: The funding level changed based on City Council survey results and policy direction.
- Question 9: Did the previous focus on Early Childhood shift to Kindergarten success?
- Response 9: Early Childhood Support, previously included in the Education Category, is included in the realigned category of Children and Family Services.
- Question 10: Does every category need to be Evidence Based?
- Response 10: Evidence based programs under Early Childhood Support should demonstrate health, literacy and academic improvement. Additional points may be awarded for demonstrated use of evidence based tools. All categories will require measuring and reporting of program results as stated in the RFP in Section 004-Scope of Service.
- Question 11: Are you saying that the percentage decrease may be taken into account for funding?
- Response 11: Refer to Section 003 – Background, based on City Council direction funding can fluctuate.
- Question 12: If clients served are from within San Antonio city limits, can the service be outside the city limits?
- Response 12: No, but the City may consider a waiver based on circumstances.
- Question 13: Can we submit more than one project under the same category?
- Response 13: Respondents can submit requests for funding for more than one project proposal under a given category, but proposed services must be unique and not duplicative in nature.
- Question 14: Do we need separate binders if multiple proposals are submitted?
- Response 14: Refer to section 008 – Proposal Requirements.
- Question 15: As a first time applicant will the City workshops answer all my questions?
- Response 15: It is highly encouraged for new Respondents to attend the RFP workshops as there will be more in depth review of the RFP document and attachments, and technical assistance will be provided on grant writing and development of performance measures, if needed.

Question 16: Do you allow indirect costs?

Response 16: We do not allow indirect costs. We do, however, allow for administrative costs totaling up to 20% of budgeted salaries.

Question 17: What are you looking for in the past performance reports?

Response 17: Past monitoring reports should include prior agency program monitoring and audit reports, either internal or external reports by other funders.

Question 18: As a small agency, do we have to have certified audits or can we have unaudited financial statements?

Response 18: If your agency applies for City funds in an amount less than \$750,000, unaudited financial statements are acceptable.

Question 19: If we are funded by another City Department can we submit their audit reports?

Response 19: Yes, we would recommend that you submit all program performance and monitoring reports from all entities.

Question 20: Under Early Childhood category, can we provide school readiness for parents of 0-5 years of age?

Response 20: Yes

Question 21: In order to gauge academic achievement, could we use services to provide evidence of success?

Response 21: Yes

Question 22: Will the workshops cover budget forms?

Response 22: Yes

Question 23: Is there a portion of dollars dedicated to Senior Arts and Music programs?

Question 23: No

Question 24: If we provide music for the disabled would that be a separate proposal category?

Response 24: Respondents will need to review the Scope of Work, Section 004 – Scope of Service, to determine which category their services fit best and define in the proposal the population to be served.

Question 25: Can this grant cover an existing program that is about to end in 6 months?

Response 25: Respondents can submit applications for less than 12 months of funding.

Question 26: Attachment A - Part 3 Experience, Background and Qualifications can earn up to 20 points and allows for a total of 6 pages; Attachment A - Part 4 Proposed Plan can earn up to 50 points and allows for 3 pages, is there a way to increase the page numbers allowed in Part 4?

Response 26: No, please reference the page limitations for each part.

Question 27: Part 3 and 4 of the RFP request organizational charts, do you need just one organization chart?

Response 27: This addendum provides a revision to the previously posted Attachment A, Part Three – Experience, Background, Qualifications

Question 28: Is the match supposed to be representative of the whole agency budget?

Response 28: Yes, match is representative of the amount of City Funds received by the agency.

Question 29: Is After School Challenge included in this RFP?

Response 29: No, this funding is considered designated funding to School Districts through Interlocal Agreements.

Question 30: How do you determine the max amount to apply for?

Response 30: Submit a proposal and dollar amount based on the services your program is able and willing to offer that addresses the service area and client population. Funds requested should be based on the cost to provide those services for a one year period, or a 12 month budget. The City reserves the right to award funding in an amount determined by the City. Applicants awarded funding in an amount less than requested will have the opportunity to revise their performance projections and budget during the contract negotiation process.

Question 31: On assessment tools, what kind of testing would be acceptable?

Response 31: This is left up to the Respondent to establish and explain what assessment tools or evidence based tools are used to measure outcomes and results.

Question 32: What are the specifics of match for new agencies?

Response 32: Refer to Section 003-Background; Agency Match Requirement.

Question 33: If an agency is applying for a program with ESG funding is the application penalized for not matching ESG it with an ESG or HOPWA match?

Response 33: No, agencies just need to demonstrate an agency match for the application process. If awarded and funding provided is ESG, the agency will be required to provide a 1 to 1 match.

Question 34: If we are going to partner with another agency to provide services, do we need the agreements in place to apply for the City funding?

Response 34: It is left to the Respondent on what they want to include in the application in order to support their proposal and partnership with other organizations.

Question 35: Could you elaborate on the new agency funding part of the RFP?

Response 35: Refer to Section 004 – Scope of Service, New Agency Fund. The New Agency Fund which is funding set aside to support new agencies. New agencies are those that have not previously received funding through the Human and Workforce Development Consolidated Funding Process.

Question 36: Do we need to RSVP for the workshops?

Response 36: It is advised in order to reserve a spot as seating is limited.

Question 37: Is it required for bidders to submit their IRS Determination Letter this year?

Response 37: Refer to Section 008 – Proposal Requirement, only new agencies are required to submit a 990.

Question 38: Our entity plans to apply for two categories, do we need to submit two separate References for each program?

Response 38: Refer to Section 008 – Proposal Requirement, only one copy of Attachment D is required.

Question 39: We submitted an RFP response in 2014 and did not receive funding, is it possible to get feedback from that proposal so that we can take it into consideration for this year's application?

Response 39: No, the right to request a process review has expired.

Question 40: Since my organization has not received funding from the City, is it in our best interest to apply for a smaller amount I have a better chance to receive the amount we ask for and the New Agency fund?

Response 40: See answer to Question 30.

Question 41: If we apply for an amount and the City wants to fund us but thinks the amount is too high, will they offer a counter amount or will we automatically be rejected?

Response 41: See answer to Question 30.

- Question 42: We are classified under the SA2020's Strengthening Family Well-Being category. Which Investment Priority does that fall under according to the RFP?
- Response 42: Refer to section 003 – Background and Section 004 – Scope of Service, the funding categories were realigned for FY 2017.
- Question 43: In Section 004 – Scope of Service, Page 5 of the RFP under Community Safety Net states programs applying under this category should report results regarding housing stability and permanent housing placements, is this report needed for domestic violence. Child abuse Prevention under this section?
- Response 43: The first paragraph is the introductory narrative for encompassing the services in this category. The results regarding housing stability and permanent housing placements could apply to domestic violence and child abuse prevention as services should be able to assist with housing stability.
- Question 44: If an organization is submitting for two different Program Service Categories focused on 4 different programs, will two binders be necessary? Also will they both be placed and forwarded to the city in just one sealed package; seems more like a box instead of a sealed package would be required?
- Response 44: Refer to section 008 – Proposal Requirements. Proposals must be clearly marked, bound or packaged, and kept together somehow.
- Question 45: If an organization is submitting for two different Program Service Categories will two table of contents be required?
- Response 45: No. Refer to Section 008 – Proposal Requirements.
- Question 46: Any update to the implementation of a cap that limits the number of years that an agency or program would be funded?
- Response 46: City Council has not provided further direction on this.
- Question 47: Shell of forms and attachments provided by the City RFP for organizations to use have different fonts. Do we need to increase them to 12 point type? If so, will there be an allowance to increase the number of pages utilized to explain a program?
- Response 47: The font size should be used as predetermined by the template and/or in accordance with the Submission of Proposal instructions in the RFP. The Proposed Plan summary information shall not exceed three (3) pages.
- Question 48: Attachment B for one does not allow for wrap around text in order to fully explain Outcomes/Outputs/ Quality, etc. Is there a reason for that (perhaps a limit) or are we supposed to rebuild the form?
- Response 48: The Attachment B – FY17 Delegate Agency Scorecard is designed to limit the number of characters and to keep the total number of pages to 2. It is suggested you include the most meaningful and impactful measure(s) and results.
- Question 49: Do all programs have to be evidence based or is it just particular ones - specifically: School Success - Do all programs need to be evidence based or if you are using an evidence based program it has to fulfill all three categories -health, literacy and academic improvement? And At-Risk Youth Behavior Prevention - Is the teen pregnancy program the only one that needs to be evidence based, or all of them in this category?
- Response 49: See answer to Question 10 and 31.
- Question 50: What do you consider evidence based outcomes on youth developmental assets and character traits for At-Risk Youth Behavior Prevention programs as part of the Youth Services category? Would that include reporting on outcomes of the 40 Developmental Assets?
- Response 50: All categories will require measuring and reporting of program results as stated in the RFP in Section 004-Scope of Service.

Question 51: In reviewing the SA Tomorrow comprehensive plan I'm having a difficult time finding how the outcomes for Youth Services will fit into the goals set by SA Tomorrow. Is that something that would be explained in detail at the workshops this week?

Response 51: Refer to Section 005 – Additional Requirements, this section provides information on SA Tomorrow and information and handouts will be provided at the RFP workshops.

Question 52: Under the Early Childhood Support category may we apply for a program that provides school readiness workshops for parents and caregivers of children 0-5 years of age like the program below?

Response 52: Yes

Question 53: Workshops/classes for Family, Friends and Neighbors (FFN), non licensed informal caregivers, babysitters, and parents consisting of the following topics Brain Development, Health and Nutrition, Language and Literacy, Social & Emotional Development, Science, Math and Safety & Environment.

Response 53: Yes

Question 54: Can an applicant apply for more than one grant in two different categories? If so, do they have to be two separate applications?

Response 54: See answer to Question 13.

Question 55: How can we work in an early childhood program into this grant program?

Response 55: Submit an application under Children and Family Services, Early Childhood Support.

Question 56: Can parent surveys serve as the tool to measure academic improvement?

Response 56: Surveys are one tool to measure success.

Question 57: Can we apply for a parent/informal caregiver of a child 0-5 years of age workshop under the early childhood support category?

Response 57: As long as the services meet the Scope of Work in the Children & Family Services, Early Childhood Support category on page 4 of the RFP.

Question 58: Under the early childhood support category, are the two paragraphs inclusive or exclusive of one another?

Response 58: They can be either.

Question 59: Is the preference that we submit a formal proposal for work force?

Response 59: Yes

Question 60: Attachment A-Part 2 is not located on the website. Where can we find it?

Response 60: The Executive Summary Template is available at <http://www.sanantonio.gov/RFPListings/> posted as RFP Attachment A, Part Two in PDF Format for download.

Question 61: How early can we submit our RFP application?

Response 61: Responses will be accepted as early as April 1, 2016.

Question 62: What is the final deadline for submitting questions?

Response 62: Refer to Section 011 – Restrictions on Communications, Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:30 p.m., Local Time, on Monday, April 18, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Question 63: Where can I find the SOW for Delegate Agencies?

Response 63: Refer to Attachment A, Part Four – Proposed Plan, you can outline the scope of work in this section.

Question 64: Where do you get RFP books?

Response 64: The RFP is available at <http://www.sanantonio.gov/RFPListings/>

Question 65: Does the non-communication rule still apply to Fiesta Medals?

Response 65: Refer to Section 011 – Restrictions on Communication.

Question 66: Could you elaborate on the Interested Parties Form?

Response 66: Refer to Attachment H – Certificate of Interested Parties (Form 1295), and more information can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Question 67: I wondered whether or not the Veteran Owned Small Business reporting on Attachment G applied to any small businesses whose services are used by us, or is it those we would use only for the particular program grant for which we are applying?

Response 67: The form shall be completed for the agency that is submitting a response to the RFP.

Question 68: What contract ID# should I use on the form 1295 Certificate of Interested Parties? I have currently put “TBD” in order to be able to fill out and save the online form.

Response 68: In reference to the Form 1295, the contract number shall be “RFP 16-036” and the contract name shall be “FY2017- FY2018 Human and Workforce Development Services Consolidated Funding.”



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